

Position Description

Labor Category/FLSA: Nonexempt

 Current or X Proposed Specific Description

Date Prepared: 07/03/03

Approving

Official: Name: H. Paul Busch Signature: H. Paul Busch
 Title: HR Specialist

Position Title/Series/Grade: Wastewater Treatment Plant Operator, WG-5408-10

References: FWS Job Grading Standard for Wastewater Treatment Plant Operating 5408, dated May 1992

Title and Series Determination: The major duties and responsibilities, skills, and knowledge required match those illustrated in the Wastewater Treat Plant Operating Standard. The standard covers non-supervisory work involved in the operation of wastewater treatment facilities and plants to treat and dispose of waterborne domestic waste. At this level, the incumbent is not only responsible for collecting samples, conducting tests, and treating the water with chemical additives, he/she is also skilled in the use, operation, maintenance and repair of the various equipment used in the plant. Further, the position requires a Maryland state issued waste water treatment plant operator's license, Waste water superintendent certificate, a water treatment operator's license, and must meet training requirements to keep the licenses valid. The title and series dictated by the standard is Wastewater Treatment Plant Operator, WG-5408.

Grade Level Determination: The major duties and responsibilities, plus the knowledge required for this position are in line with the Grade 9 of the standard. In addition, since the incumbent will be working shift work without direct supervision on a regular and recurring basis, the standard allows for the granting of an additional grade level. This is justified due to the added responsibility and the need for greater knowledge, skill and judgement. The final grade determination is 10. Thus, the job is properly classified as Wastewater Treatment Plant Operator, WG-5408-10.

Waste Water Treatment Plant Operator
WG - 5408 - 10

Introductoion:

The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the Department of Health and Human Services, National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities. The position is multi-disciplinary and requires the incumbent to be multi-skilled and flexible in the types and complexity of work performed. The position requires that the incumbent be able to work independently and take the initiative to complete the work assigned with a minimum of direct supervision regardless of the nature of the work thus requiring that specific trade skills be shared between staff members.

Position is located at a 500 acre facility located in Poolesville, Maryland, known as the (NIHAC). This facility is charged with the production, holding, and breeding of large laboratory animals such as primates, horses, dogs, rats, swine, etc. As such it is equipped with all utilities, and equipment normally associated with laboratories, and animal building facilities, administration buildings, and residential housing. Utility facilities include a waste water treatment plant; well water pumping station, treatment and distributing systems; and a steam and chilled water generation plant and distribution system.

Major Duties and Responsibilities

Incumbent performs the following duties listed below according to system or location:

Wastewater Headworks

Clean and remove debris
Add chemicals

Wastewater Secondary System

Maintain tanks, clarifier stilling well, influent channel, clarifier weirs, diffusers and clarifier drive

Wastewater Digester and Drying beds

Transfer sludge from digester to digester or drying beds

Clean and prepare drying beds for transfer

Wastewater Blower Room

Maintain and repair: pumps and blowers

Preventive maintenance for equipment, per scheduled intervals

Wastewater Filter Building

Backflush microfloc filters

Clean splash plates and incline tubes

Calculate, calibrate, maintain and PM chemical feed pump system

Rebuild microfloc

Wastewater Disinfection Building

Test and calibrate: chlorine and sulfur dioxide detectors

Maintain, repair, and PM gas feed system

Wastewater Final Building

Test and calibrate auto compositor

Calibrate, maintain, and PM chemical feed system

Water Tower and Wells

Maintain and test pumps

Compute pump's rate and record readings

Test and calibrate chlorine detectors

Maintain and PM gas feed system

General Administration

Inventory and request ordering of material

Review and analyses test data

Prepare reports and maintain records

Perform Laboratory Test

Complete follow-up test for local, state and federal inspectors

Failure to meet the test requirements could result in plant being shut down

Maintain and Operate the Following Laboratory Equipment

Orion Digital Ionanalyzer

Barometers

Purex Analytical Pipets

Hydrometers

Thermolyne Hot Plate/Stirrer

Hydrometers

VSI Dissolved Oxygen Meters

Thermometers

A N D Analytical Balance

Corning Mega-Pure Deionizer

Desiccator

Corning Mega-Pure Still

3 types of Incubators	Thermolyne Furnance
Wallace Teirnan Amberemetric T-Tractor	Fisher Drying Oven
Wallace Terinan Gas Detector	Napco Autoclave
Capital Gas Detector	EIT Gas Detector
Millipore Vacuum Pump	Phipps & Bird Jar Tester
Bausch & Lomb Steromicroscope	Mach Turbidmeter
Bausch & Lomb Stereo Labscope	Gas Vacuum/ Pressure Regulators

Supervision and Guidance Received

Receives from supervisor initial indication of duties, responsibilities and unit policies and procedures; thereafter is expected to accomplish assignments without immediate guidance or instruction. Work assignments are in the form of written and or oral instructions. Supervisor gives advice and instruction on new or changed operating policies and procedures, guidelines include controlled maintenance instructions, memos, letters, verbal instructions, manufacturers's literature and operating instructions.

Other Significant Factors

Incumbent is subject to shift work: shift work requires working with out direct supervision. Requires a Maryland state issued waste water treatment plant operator's license, Waste water superintendent certificate, Water treatment operator's license. Meet training requirements to keep license valid. Subject to biological hazards qualifying for environmental differential pay (EDP). Must have good eyesight, with proper correction if required to read blueprints, manuals, instructions, label plates, thermometers, instruments, dials of various kinds, etc. Must be able to distinguish between color for identification purpose. Work requires walking, sitting, bending, stooping , crawling, kneeling. Is required, occasionally, to lift up to 75lbs. or more.

Working Conditions

Work is performed inside and out. Incumbent is subject to all kinds of weather, toxic chemicals, biological hazards, cuts, burns, bruises, and electric shock. From time to time exposed to high temperatures, dust, dirt, and smoke normally in boiler rooms.